

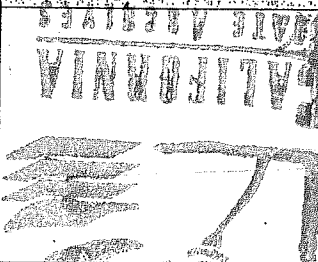
GC 28130

STD.73 (REV. 6/2002)

RECORDS RETENTION SCHEDULE

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
STATE RECORDS PROGRAMSubmit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION CAL FIRE - CA Department of Forestry & Fire Protection		(2) AGENCY BILLING CODE 13007	(3) PAGE 1 OF 3 PAGES	
(4) DIVISION/ BRANCH/ SECTION COMMUNICATIONS - PUBLIC EO		(5) ADDRESS 1416 9TH ST. Room 1506-17 SACRAMENTO CA		
CHECK THE APPROPRIATE BOX				
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9)-(12)]				
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13)-(16)] (A new approval number will be assigned.)				
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13)-(16)] (The original approval number will remain in effect.)				
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER CAL FIRE 07-1001	(10) SCHEDULE DATE 10-1-2007	(11) NUMBER OF PAGES 3	(12) CIRCUMFFET (Total Schedule) 21.25
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER CDF 44-502	(14) APPROVAL NUMBER 96-015	(15) APPROVAL DATE(S) June 1995	(16) PAGE NUMBER(S) REVISED 1 & 2
(17) MISSION/FUNCTIONAL STATEMENT To reduce the ignitions, initial spread and damages of unwanted human-caused fires with emphasis on the prevention of large, damaging fires by educating the public. Documentation of large fires.				
PART I - AGENCY STATEMENTS				
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.				
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS June M. Altana		(19) TITLE June ILTANA Print and Electronic Comm. Manager	(20) PHONE NUMBER 916-657-4407	(21) DATE SIGNED 9-18-07
In accordance with Government Code 4755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.				
(22) SIGNATURE - RECORDS MGMT. ANALYST Danna Kazwan	(23) CLASSIFICATION SSA	(24) NAME (Printed or Typed) Danna Kazwan	(25) PHONE NUMBER 916-324-7087	(26) DATE SIGNED 10-5-07
PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)				
(27) SIGNATURE - CalRIM CONSULTANT Janis C. Farley		(28) APPROVAL NUMBER 08-051	(29) DATE SIGNED 2/8/2008	(30) EXPIRATION DATE 2/8/2013
PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)			FOR ARCHIVES STAMP	
THE ATTACHED RECORDS RETENTION SCHEDULE:				
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives (32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)				
(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE Spring Bailey, Archivist			(34) DATE SIGNED Feb. 27, 2008	

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(35) CalRIM APPROVAL NUMBER 08-051										(36) PAGE 3 OF 3 PAGES	
ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
10.	2.25		Volunteers In Prevention Program files including research projects and team teaching and resource materials information.	P		current + 10+		10yrs	20+		Government Code 18573, 18539.4 no personal or confidential information; records stay active until projects are completed.
11.	2.25		General correspondence, memos, letters, reports, contracts, purchase orders, travel claims, invoices.	P		current		5yrs	10+		retain as long as active
12.	2.25	NOTIFY ARCHIVES	Public education publications, posters, books, video, DVD and handout materials.	P, M		current			current		retain as long as active
13.	2.25	NOTIFY ARCHIVES	fire prevention and public education films	M		perm			perm		historical films for education on fire prevention original copies
Total	21.25										

* Provide total of office and departmental

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(35) CalRIM APPROVAL NUMBER											(36) PAGE 2 OF 3 PAGES	
ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS	
(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)	
1.	2.25	NOTIFY ARCHIVES	Communique Files; dept newsletter	P		10yrs	10yrs	10yrs	30yrs		CAL FIRE policy. Retain in office for 10 years; then transfer to storage. Extended retention periods are required for historical data same as 1.	
2.	2.25	NOTIFY ARCHIVES	CAL FIRE photo files	x		10yrs	10yrs	10yrs	30yrs			
3.	2.25	NOTIFY ARCHIVES	Dept news releases	P		10yrs	10yrs		20yrs		same as 1.	
4.	2.25		Major wildland fire incident information	P		5yrs			5 yrs		CAL FIRE policy. Retain for 5 years	
5.	1.0		Std Form 70, Rec Inventory Worksheet	P		current			current		retain as current until next inventory	
6.			Std Form 72 & 73 Rec Retention Schedule Approval & Schedule	P		current			current		retain as current until revised	
7.			Std Form 71, Records Transfer List	P		current			current		retain until records have been retired, destroyed, transferred to Archives or no longer needed	
8.			Authorization for Records Destruction	P		5yrs			5yrs		retain for 5 years from destruction date	
9.	2.25	NOTIFY ARCHIVES	Fire Prevention Education - Smokey Bear program	P		current		5yrs	C+5		CAL FIRE education handbook and policy records contain directives from the USFS and change continually. Current until suspended.	
	12.25											

* Provide total of office and departmental